FUEL FACILITIES MAINTENANCE, REPAIR & ENVIRONMENTAL PROGRAM

Guidance on Preparing Projects For Maintenance & Repair (M & R), Minor Construction (MC) & Environmental Compliance Costs

USAPC Revision of: 3 Nov 2003

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1. Cathodic Protection Evaluation/Survey
2. Pipeline Leak Detection
3. API Tank Testing

INTRODUCTION TO U.S. ARMY USERS

This document is intended for use primarily by installation Logistic, Engineering, Environmental, and Master Planning personnel in the preparation of documentation for Fuels Maintenance, Repair and Environmental projects. It should be used in conjunction with DoD 4140.25-M, Vol II, DoD Management of Bulk Petroleum Products, Natural Gas, and Coal.

MIL-HDBK-1022A, Petroleum Fuel Facilities, 1 November 1999, is complete and ready for your use as a basic guide for individual project planning and for preparing engineering and construction documentation. This handbook has been developed under the premise that service Guide Specifications will be used for the procurement documentation. MIL-HDBK-1022A should not be referenced in procurement documents.

Currently copies are available:

a. Electronically:

(1). MIL-HDBK-1022A as well as other technical information can be obtained through the Headquarters, U.S. Army Corps of Engineers at "TECHINFO" http://www.hnd.usace.army.mil/techinfo These documents are part of a larger Corps of Engineers document system maintained by HQUSACE. Please note that this site has a wealth of valuable information, from a CADD library to Engineer regulations that will assist in the planning and design of facilities.

(2). Likewise it is available as well as other fuels related technical information at the Defense Fuels Web (DEFWEB) under 'References' at https://fuelsweb.desc.dla.mil/

b. Hard copy: Defense Automated Printing Office, 700 Robbins Ave., BLDG 4D, Philadelphia, PA 19111-5094.

ARMY POC:

Other issues related to MIL-HDBK-1022A should be directed to the US Army Petroleum Center (USAPC), ATTN: AMSTA-LC-CJPB (Jim Hugar), 8725 John J. Kingman Rd, Stop 6241, Fort Belvoir, VA 22060-6241. DSN 427-0646 or commercial (703) 767-0646, E-mail: james.l.hugar@us.army.mil.
Or
HQ, Corp of Engineers, ATTN: CEMP-ET, commercial (703) 428-7299

Project documentation should be submitted through the appropriate IMA Region to the Army Petroleum Center (APC). Questions concerning project eligibility, document preparation or status of previously submitted projects should be directed to the APC

per Combatant Command or IMA guidance. The POC's at the APC for MRE as well as Fuels MILCON projects are:

APC Facilities and Operations Division
8725 John J. Kingman Rd, Stop 6241
Ft Belvoir, VA, 22060-6241

Mr. Dave Corbin
(703) 767-0649, DSN 427-0649
e-mail: David.Corbin@dla.mil

FAX: (703) 767-0669, DSN 427-0669

Facility Management & Environmental:
Mr Randy Hardy
(703) 767-0647, DSN 427-0647
e-mail: randy.l.hardy@dla.mil

Equipment:
Mr. Jim Lupori
(717) 770-5582, DSN 977-5582
jlupori@usapc-emh1.army.mil

Maintenance & Repair and MILCON:
Ms Diane M. Parks
(703) 767-0648, DSN 427-0648
e-mail: diane.m.parks@dla.mil

Mr. Jim Hugar
(703) 767-0646, DSN 427-0646
james.l.hugar@us.army.mil

Direct correspondence with DESC will result in a delay as DESC will refer correspondence to the APC.

This and other documents are available on the APC home page at: http://usapc.army.mil/. Previous additions of this document, titled "Guidance on Preparing Recurring Environmental Costs & Project Documentation" are obsolete.

INTRODUCTION
(with specific comment to Army users)

For more than 30 years, the Defense Energy Support Center (DESC) has been responsible for purchasing and delivering various bulk fuel products to the United States Armed Forces and other Government agencies. During this period of time, DESC's responsibility for funding maintenance and repair, minor construction, and environmental projects has grown significantly.

In 1973, the Defense Logistics Agency (DLA) assumed management of eight bulk fuel terminals permitted to it by the services. Six of these facilities were owned by the Air Force and two were owned by the Navy. DESC, as the DLA activity responsible for fuel, became the operator of these eight bulk fuel terminals. These were all Government-Owned, Contractor-Operated (GOCO) terminals. DESC funded for the operating contracts for each location, as well as maintenance/repair and MILCON projects at these terminals.

By 1980, the number of facilities permitted to DLA had grown to sixteen. DESC had the same responsibilities for this larger group.

In late 1985, DESC assumed the funding responsibility for maintenance and repair at all service owned bulk fuel storage facilities storing DLA-owned fuel. These facilities are, generally speaking, mostly Government-Owned, Government-Operated (GOGO). This caused the number of Defense Fuel Support Points (DFSPs) [or the number of facilities DESC had responsibility for funding maintenance and repair projects at] to increase to 94.

Integrated Material Management (IMM) is a program designed to centralize fuel inventory management and facility upkeep, with DESC as the target organization to fund for these facilities as part of this centralization. All the milestones mentioned above (prior to 1991) are considered phase I of IMM. In 30 Sept 1992, phase II of IMM was implemented, with DESC becoming responsible for funding maintenance, repair, and environmental projects at what previously had been retail facilities [or those on Air Force Bases, Air National Guard Units, Naval Air Stations, and Marine Corps Air Stations]. This caused the number of DFSPs for which DESC had funding responsibility to grow to over 400.

Prior to implementation of Integrated Material Management (IMM)-Phase II, GOGO fuel storage facilities were not eligible for DESC funding of Environmental Compliance Costs. On October 1, 1992 DESC assumed funding responsibility for all facility costs associated with the bulk storage of DLA/DESC-owned product as well as ownership of most aviation and marine fuels previously owned by the services. The following pages outline the guidelines DESC has established for funding Environmental Compliance Costs and maintenance, repair and minor construction projects.

DESC will fund most Environmental Compliance Costs through a Military Interdepartmental Purchase Request (MIPR). The costs that will be funded via MIPR are identified in Environmental Compliance Cost categories. Some examples most commonly submitted as Environmental Compliance Costs that are not appropriate for DESC funding have been identified Section I A2. Section I A3 outlines environmental compliance costs which can be funded as engineering projects. It is imperative that each installation completes the worksheets, before DESC can provide funding. **All worksheets should be filled out completely and sent through the approval chain with the annual request for DESC funds.** Environmental Compliance Cost worksheets are not available in electronic format nor on the Defense Fuels Web for this Data Call. The forms in this document can be used and attached as PDF or DOC to the 1391 in DEFWEB. Without adequate documentation of cost estimates for each facility DESC will not prepare a MIPR.

DESC reimbursement for spill related costs associated with DLA/DESC-owned product is addressed on page 18. **All fuel spills should be handled as emergencies. It is imperative that all cleanup actions begin as soon as possible after a spill event occurs in order to keep cleanup costs down. In order for DESC to provide adequate funding for spills, prompt notification and requests for DESC funding for all spill events is essential**. A spill report should be filed ASAP using the DEFWEB under "Environmental" spill report. Email to appropriate personnel in accordance to MACOM or IMA guidance and in all cases to the APC. DESC will only fund applicable costs of cleanup for spills that occur after October 1, 1992 (October 1, 1995 for Phase II b facilities). Spills that occur at locations other than eligible POL facilities and associated pipelines are the responsibility of the military service.

All MR&E projects must be submitted on a DD Form 1391. Details on proper completion and submission of documentation to successfully secure MR&E funding through DESC begin on page 20, Section II A1, Annually Recurring Maintenance Costs . Repair projects, in particular, must have detailed justification. Photos depicting the failed or failing components should be included. Drawings or sketches are important to define projects involving site work or facilities with multiple tanks If an increase in capacity or expansion is included in the project, Minor Construction (MC) funding guidelines must be strictly adhered to. Project should be submitted using the Defense Fuels Web (https://fuelsweb.desc.dla.mil).

A project preparation checklist is provided in Appendix A. Use of this checklist to determine if all requirements have been met prior to submission will increase your probability for successful funding of the project through the DESC Fuels MR&E program.

The intent of this package is to provide guidance and examples for preparing documentation for submission as projects to DESC. The examples indicate the types of information necessary for the staff at DESC to determine if the requirements they receive are appropriate for DESC funding and assist in prioritizing projects.

SECTION I A 1
EXPLANATION OF ENVIRONMENTAL COMPLIANCE COSTS

Please read *before* completing Environmental Compliance Costs Form. Once the eligible areas for funding are determined, these forms should be completed and attached to the DD1391 in DEFWEB as a word document or scanned and attached as a *.PDF file.

A. STATUTORY REVISION OF ENVIRONMENTAL COMPLIANCE DOCUMENTS

The revision of environmental compliance documents will be funded as an environmental project and will be documented on a DD form 1391 separate from the documentation for Recurring Environmental Costs (as per Section I A 3, 'Environmentally-Related Costs Funded As Environmental Or Engineering Projects', *the cost incurred by the facility must be directly related to the storage of DLA/DESC- owned product*. Examples: above or below ground storage tank management plans, SPCC, SCP **which are required by federal, state or local regulatory agencies (see Section I A 2).**

B. SAMPLING AND TESTING OF POL EMISSIONS AND DISCHARGES

Sampling and testing of emissions and discharges will be funded as a Recurring Environmental Costs only if *the cost of both sampling and testing involves DLA/DESC- owned product*. The services of a laboratory may be required due to permit conditions and are normally performed prior to tank bottom draining or storm water discharge. These lab analyses will determine if such wastes require treatment prior to being released into a public sewer or treatment plant. The costs for such laboratory analyses are fundable costs. Other areas of funding may include the following: air quality emission fees, which should be calculated by installation personnel; the cost of testing for vapor recovery and emissions control equipment, which would require laboratory or consultant services; and the cost of testing associated with storm or waste water monitoring.

Tank and pipeline testing will be funded as an engineering project (see page 11). A DD form 1391 must be prepared for all tank and pipeline testing and not as part of the Recurring Environmental costs and submitted as part of the annual data call.

C. REMOVAL AND DISPOSAL OF POL WASTES

Removal and disposal of hazardous POL wastes will be funded as an environmental compliance cost and submitted as a Recurring Environmental Cost only if *the cost is directly linked to facilities containing DLA/DESC- owned product*. Examples of approved costs involve disposal of tank bottom waters and off spec fuel which cannot be reblended. Also, small amounts of laboratory wastes from approved sampling and testing may be included. **Disposal costs for absorbent pads, contaminated rags, and other consumable items commonly used for small spill clean-ups will not be funded.**

D. FINES AND PENALTIES

Fines incurred at the POL facility will be reviewed and considered for reimbursement on a case-by-case basis. The guidelines for review of fines has been established in the DoD 4140.25-M, Vol II, June 1994, pages 8-8 and 8-9, paragraph e.(3).(e) (currently under revision).

E. SPILL COOPERATIVE FEES

Oil spill cleanup cooperatives provide a more efficient and economical oil spill response than what is provided by a single company. Cooperatives may be as basic as two companies committed to sharing equipment or as large as corporations with full-scale operations involving communication headquarters and on-site cooperative supervisors who arrange for additional materials, labor, and equipment. Fees to join a specific cooperative are considered to be environmental compliance costs, and are eligible to be funded by DESC as a Recurring Environmental Costs, upon review and approval. DESC may not accept part or all of the costs associated with this type of agreement. It is highly recommended that coordination with the APC and DESC take place prior to entering into an agreement of this type.

F. OPERATIONAL PERMITS/FEES

Annual operating permits/fees are those required by a federal, state, county, or regional government regulatory agency. These permits/fees are normally administered by a state environmental agency such as a water quality board or air quality management district. If guidelines differ among the various agencies, the one with the most stringent requirements will take precedence. *Accepted annual* Recurring Environmental Costs *for permits are those involving DLA/DESC- owned product which may affect the environmental quality of air and/or water*. Examples include permits for the following: fill stands, fuel storage tanks, oil/water separators, pipelines, NPDES, and hydrant systems.

SECTION I A 2
ENVIRONMENTAL COSTS WHICH ARE NOT ELIGIBLE FOR DESC FUNDING

The following are examples of expenses for Environmental Compliance Costs which will not be routinely funded.

A. ENVIRONMENTAL DOCUMENTS

-revisions to documents not related to the storage of DLA/DESC-owned fuel
-Installation Restoration Program (IRP) reports concerning spills before 1 Oct 1992 (October 1, 1995 for Phase II b facilities or before eligibility for Phase IIB was established and installation begin participation).

B. SAMPLING AND TESTING OF EMISSIONS AND DISCHARGES

-sampling/testing of waste not generated at a facility storing DLA/DESC-owned product
-sampling/testing of spent solvents
-sampling/testing for IRP-type investigations associated with spills prior to 1 Oct 1992 (October 1, 1995 for Phase II b facilities before eligibility for Phase IIB was established and installation begin participation).

C. REMOVAL AND DISPOSAL OF POL WASTES

-wastes not generated at a DLA/DESC- owned bulk storage facility (e.g. flight line operations, fuel barge operations)
-wastes generated by IRP-type investigations for spills before 1 Oct 1992 (October 1, 1995 for Phase II b facilities before eligibility for Phase IIB was established and installation begin participation).

D. FINES AND PENALTIES

-fines incurred due to the negligence of the operating activity
(see DoD 4140.25-M, Vol II, June 1994, pages 8-8 and 8-9, paragraph e.(3).(e).)

E. SPILL COOPERATIVE FEES

- Some fees are not covered, see **Section I A 1,** "Explanation of Environmental Compliance Costs", Paragraph E

F. OPERATING PERMITS/FEES

-permits/fees not directly related to a facility storing DLA/DESC-owned product (e.g. sanitary sewer permits for an **entire post**)

SECTION I A 3
ENVIRONMENTALLY-RELATED COSTS FUNDED AS ENGINEERING PROJECTS

The following are examples of expenses for environmental compliance (at facilities storing DLA/DESC-owned product) that will be funded as separate engineering projects. The projects should be submitted on separately DD form 1391's and will reflect costs anticipated for that fiscal year. This list is only a guide and is not wholly inclusive. Any questions concerning what is acceptable or the preparation of the DD Form 1391 or submission using DEFWEB should be directed to the USAPC.

A. REQUIRED ENVIRONMENTAL COMPLIANCE DOCUMENTS

-major revisions or creation of statutorily required environmental documents (e.g. SPCC, SCP, OPPOM)
-Installation Restoration Program (IRP) reports associated with accidental releases of DLA-owned product, which occur after 1 October 1992 (October 1, 1995 for Phase II b facilities before eligibility for Phase IIB was established and installation begin participation).

B. SAMPLING AND TESTING ASSOCIATED WITH POL FACILITY MAINTENANCE AND REPAIR (see the following section titled "Explanation of Annually Recurring Maintenance Costs")

-sampling/testing associated with "Tracer-type" pipeline leak detection systems
-AST, UST and pipeline testing costs
-vapor recovery system testing

C. REMOVAL AND DISPOSAL OF POL WASTES

-removal/disposal of tank bottom water/sludge associated with tank cleaning projects
-cleanup relating to maintenance and repair *projects* (e.g. waste paints, sand blast residues, and solvents)

D. FINES AND PENALTIES

(see Plan for Integrated Material Management of Bulk Petroleum, Phase II, 29 July 1992, page 1-G-8, or DoD 4140.25-M, Vol II, June 1994, pages 8-8 and 8-9, paragraph e.(3).(e).)

SECTION I A 4

Recurring Environmental Compliance Costs

All Army activities must complete the following Work Sheets in this Section and forward to the USAPC as an attachments to a Summary DD1391 via Defense Fuels Web (DEFWEB) https://fuelsweb.desc.dla.mil , see the below sample.

COMPONENT	FY 05 MILITARY CONSTRUCTION PROJECT DATA	2. DATE
ARMY- Eniv		1 Oct

3. INSTALLATION AND LOCATION	4. PROJECT TITLE
CAMP SWAMPY, TX, MRE Eligible Facilities	RECURRING ENVIRONMENTAL COMPLIANCE

5. PROGRAM ELEMENT	6. CATEGORY CODE	7. PROJECT NUMBER	8. PROJECT COST ($000)
	121	SMP001-05	

9. COST ESTIMATES

ITEM	U/M	QUANTITY	UNIT COST	COST ($000)
Recurring Environmental Compliance Costs Summary Sheet				
a. Annual revision of Operations Documents				
b. Sampling and testing of Emissions and Discharges				
c. Removal and disposal of POL Wastes				
d. Fines and Penalties				
e. Spill Cooperative Fees				
f. Operating Permits/fees				
TOTAL COSTS (**a**. thru **f**.)				

SAMPLE
RECURRING ENVIRONMENTAL COMPLIANCE SUMMARY

10. DESCRIPTION OF PROPOSED CONSTRUCTION

Recurring Environmental Compliance Costs see attached worksheets. *Individual work sheets must be attached to this work request document and submitted via the Defense Fuels Web. Sheets can be neatly printed and scanned as a PDF or prepared in MS Word.*

11. REQUIREMENT

These projects,

a. Required Environmental Compliance Documents for major revisions or creation of statutorily required environmental documents (e.g. SPCC, SCP, OPPOM); Installation Restoration Program (IRP) reports associated with accidental releases of DLA-owned product;

b. Sampling And Testing Associated With Facility Maintenance And Repair (see the following Section titled "Explanation of Annually Recurring Maintenance Costs") including sampling/testing associated with "Tracer-type" pipeline leak detection systems; AST, UST and pipeline testing costs; and vapor recovery system testing.

c. Removal And Disposal of Wastes: removal/disposal of tank bottom water/sludge associated with tank cleaning projects; cleanup relating to maintenance and repair projects (e.g. waste paints, sand blast residues, and solvents)

should be submitted on separate DD form 1391's and will reflect costs anticipated for that fiscal year. Refer to Section I A 3 Environmentally-Related Costs Funded As Engineering Projects for more detail. DO not include Automatic Tank Gauging (leak detection system) maintenance covered under DESC centrally managed program.

REQUIREMENT: Conduct annual recurring environmental compliance see attached worksheets on specific requirements.

DD FORM 1391 **PREVIOUS EDITIONS ARE OBSOLETE** **PAGE NO.**
1 DEC 78

SECTION I A 4
Recurring Environmental Compliance Costs
SUMMARY SHEET
(NON-ELECTRONIC SUBMISION FOR FY 05)

An alternative to the DEFWEB submission of the Recurring Environmental Compliance Costs Summary DD1391and attached worksheets, hard copies can be submitted with the following Summary Sheet :

Recurring Environmental Compliance Costs
SUMMARY SHEET
(NON-ELECTRONIC SUBMISION FOR FY 05)

IMA Region and Major Command_____

Installation _____DODAAC_____

Office _____

Address _____

_____
(City) (State) (Zip Code)

POC _____DSN No._____

Commercial Phone No. _____Fax No._____

Date document was completed: _____ (MM/DD/YR)

Compliance Cost Category	**EST FY 05 COSTS ($ Dollars)**
a. Annual revision of Operations Documents	**a.** _____
b. Sampling and testing of emissions and discharges	**b.** _____
c. Removal and disposal of POL wastes	**c.** _____
d. Fines and penalties	**d.** _____
e. Spill cooperative fees	**e.** _____
f. Operating permits/fees	**f.** _____
TOTAL COSTS	**$**_____

NOTE: As an alternative for FY05 data call hard copies can be mailed to the following address:
APC Liaison Team (Facilities)
8725 John J. Kingman Dr, Room 2931
Ft Belvoir, VA, 22060 Or emailed to: Facilities.Assessment@usapc-emh1.army.mil .

A copy of all information must also be provided to your Regional IMA office as per IMA guidance. If the mailing address and office symbol for your funds office is different than the address you provided at the top of this page, attach a cover letter identifying the office and address where DESC should send all funding (MIPR) documents. If additional information is required contact USAPC at the above address or call DSN 427-0648/0647/0649 or 771-5582; commercial (703) 767-0648/0647/0649 or (717) 770-5582.

SECTION I A 4
Recurring Environmental Compliance Costs

Operational Document Revision Worksheet

The following worksheets are necessary to verify the given costs and must be completed and returned along with the Environmental Compliance Costs form.

A) Revision of Operational Documents[1] **Total Cost $_____**

Type of Document Explanation

1)_____ **:** _____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

2)_____ **:** _____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

3)_____ **:** _____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

4)_____ **:** _____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

5)_____ **:** _____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

[1] Example:
#)_UST Mgmt Plan___ **:** _Required by federal/state regulation CFR ....._____

Unit:_ea_Quantity:_1_____Unit Cost:__$2,000_____Cost: $2,000___

Unit: Each, Gallons, Pounds, Barrel, Feet (ea, gal, lbs, bbl, ft)

SECTION I A 4
Recurring Environmental Compliance Costs

Sampling and Testing Worksheet

B) Sampling/Testing of POL emissions and discharges[2] Total Cost $_____

Note: Testing listed here must occur annually to be included. Include number of emission sources, unit cost and facility number. If sampling/testing is for NPDES permit include number of outfalls located at the POL bulk storage facility. Complete a separate sheet for each facility.

Type of sampling/testing : Facility Number/Name : Explanation

1)_____ : _____ : _____

_____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

2)_____ : _____ : _____

_____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

3)_____ : _____ : _____

_____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

4)_____ : _____ : _____

_____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

[2] Example:
#)_Tnk Btm Wtr___ : P-12-57/Evans Fuel Farm : _Sampling/testing of bottom water prior to disposal_____
Unit:_ea__Quantity:_4_____Unit Cost:_$50.00_____Cost: $200.00__

SECTION I A 4
Recurring Environmental Compliance Costs

POL Waste Disposal Worksheet

C) Disposal of POL Wastes[3] **Total Cost $_____**

Note: Include **volume** and **unit cost** of POL waste disposed in your explanation.

Type of Waste **Facility Number/Name** **Explanation**

1)_____ : _____ : _____

_____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

2)_____ : _____ : _____

_____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

3)_____ : _____ : _____

_____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

4)_____ : _____ : _____

_____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

5)_____ : _____ : _____

_____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

[3] Example:
#)_Tnk Btm Wtr_____ **:** S-12-45 / Evans Fuel Farm**:** _Disposal of Tank Bottom Water_____
Unit:__Gal__Quantity:_400_____Unit Cost:_$0.90_____Cost: $360.00__

SECTION I A 4

Recurring Environmental Compliance Costs

Fines/Penalties and Spill Coop Fees Worksheet

D) Fines and Penalties **Total Cost $_____**

Type of fine/penalty Facility Number Explanation

1)_____ **:** _____ **:** _____

_____Cost: $_____

E) Spill Cooperative Fees **Total Cost $_____**

Name of Co-op Explanation

1)_____ **:** _____

_____Cost: $_____

SECTION I A 4
Recurring Environmental Compliance Costs

Operating Permits Worksheet

F) Operating Permits[4] **Total Cost $_____**

NOTE : If for specific tanks or facilities include locations and tank/faciltity number)

Permit Type Explanation of permit type

1)_____ **:** _____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

2)_____ **:** _____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

3)_____ **:** _____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

4)_____ **:** _____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

5)_____ **:** _____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

6)_____ **:** _____

Unit:_____Quantity:_____Unit Cost:_____Cost: $_____

SECTION I B
DESC REIMBURSEMENT FOR SPILL RELATED COSTS

[4] Example:
#) NPDES Permit **:** Required by federal/state regulations CFR.....

Unit: ea Quantity: 1 Unit Cost: $1,000 Cost: $1,000

##) AST Permit (include facility# or tank #'s and locations) **:** Required by federal/state regulation CFR.....

Unit: ea Quantity: 14 Unit Cost: $200 Cost: $2,800

DESC's policy is that the services must act aggressively to clean up spills immediately utilizing the services/installation funds. Upon review, DESC will provide funding for the response/cleanup efforts for spills of DLA/DESC-owned product which occur after 1 October, 1992 (1 October, 1995 for Phase II b facilities). The stipulation for the reimbursement is that the service must submit a spill report to DESC at the time of the spill otherwise the spill is not eligible for reimbursement. **Once DLA/DESC-owned product has been delivered to the end user vehicle (i.e.: refueling truck, aircraft, ship etc.) it is no longer the responsibility of DESC.** For example, flight line spills, over the road truck spills, vehicle fuel dumping, ship to ship fuel transfer, etc., would not be eligible for DESC cleanup funding. Costs associated with these types of spills will be funded by the individual military service. Spill report is available for preparation and electronic submission on the DEFWEB.

Spill funding: Phase II IMM

1) Spills should be handled at the base level as an emergency situation. This means that installations should not wait for funding from DLA/DESC before committing funds to begin responding to a release. DLA/DESC will "reimburse" the installation for funds used in spill response/cleanup as long as proper documentation is provided and the spill did not result from gross operator negligence (see par. 2 below). DESC-FQ will be notified of any spill involving DLA-owned product within 24 hours in accordance with the DESC policy dated August 12, 2003. If it is determined that a spill has occurred and that not all of the product identified is from the current spill, DLA/DESC will only fund those costs which can be associated with the current spill. Costs from spills which occurred prior to October 1, 1992 (1 October, 1995 for Phase II b facilities) are not eligible for funding under IMM Phase II but should, instead, be remediated using DERA or local O&M funds.

2) Documentation needed for spill response and cleanup funds include the following:

a) situation report or incident report
b) projected schedule of out-year funding costs.

The following items should be included on a DD Form 1391 and submitted when funds are requested.

c) breakdown of all costs associated with response/cleanup efforts
d) copy of proposed cleanup actions and projected funding levels needed to complete cleanup, include itemized breakdown of costs

3) DLA/DESC will not assume management of any portion of the spill response/cleanup. Management of the response/cleanup effort will remain the responsibility of the Military Service installation. If requested by the Military Service activity, DESC will provide guidance/assistance with the cleanup effort, when possible. Under the guidelines established in IMM Phase II by direction of the OASD, DLA/DESC assumes no operational responsibility at any of the Military Service activities unless so requested by the activity. DESC may have an on-call Rapid Response Contract which could be utilized to support cleanup/restoration. DLA/DESC-F will review costs submitted for funding and will fund applicable spill related costs.

4) DESC requires that the following information be included in a **situation report**[5] to the extent practicable. It is not the intent of this to require a separate spill report to be prepared, but to utilize or add to existing reports. The initial report should not be delayed in an attempt to gather additional information, and should be sent to DESC-F, USAPC and per IMA guidance. This following list is not all inclusive; any additional information relevant to the spill event should be identified and forwarded. DESC has established a central email address, desc.spillreports@dla.mil to be used to report fuel spills from DFSPs worldwide. Email to this address is reviewed by senior DESC-FQ environmental protection specialists daily. The alternate method of spill report submission is via the DEFWEB at https://fuelsweb.desc.dla.mil under Environmental, Spill Reports and forward to the central email address desc.spillreports@dla.mil . In all cases email or include the APC at email: Facilities.Assessment@usapc-emh1.army.mil as part of the distribution.

1) Date and time of the spill.
2) Location and source of the spill.
3) Type of product spilled.
4) Approximate quantity spilled.
5) Cause and circumstances of the spill.
6) Environmental impact and potential hazards (fire, explosion, etc.), if any.
7) Personal injuries or casualties, if any.
8) Corrective action being taken to control, contain, and clean up the spill.
9) Name and telephone number for the spill cleanup point of contact.
10) Requirement for DESC spill cleanup support and/or funding.

The following information should be included in a follow-up report to the APC, DESC-FQ and your IMA region as directed:

1) If spill/release caused by equipment failure, then;
    a) has equipment been repaired?
    b) has equipment been tested (include test dates)?
        1. what type of testing was done?
        2. what are the results of testing?
    c) has a project been prepared to repair/replace the equipment?
    d) what is current status of repair project?
2) Will a site assessment be required and if so when will site assessment begin?
3) Will further remediation be required? If remediation will be required then:
    a) What type of remediation is being considered?
    b) Have federal, state or local authorities been informed of the planned remediation?
    c) Has the appropriate regulatory agency given approval of the remediation plan?
4) Has groundwater been impacted and is affected groundwater a source of drinking water?

Provide copies of any maps which identify the spill site and the location of the impacted area. Maps should be of adequate scale to indicate the impacted area and should identify all structures on or in the immediate area of the spill site.

[5] Air Force facilities: AFI 32-4001/4002 (9 May 94). Army Facilities: AR 200-1, Chapter 8, Para 8-1 through 8-3. Navy facilities: OPNAVINST 5090.1B (dated 1 November 1994). Marine Corp facilities: MCO 5090.2, Appendix K. Include any additional information requested by DESC in the body of the report, or forward to DESC when it becomes available.

SECTION II A 1
ANNUALLY RECURRING MAINTENANCE COSTS

Please read *before* completing any DD1391s for recurring maintenance

A. GENERAL

The purpose of this document is to provide guidance to DFSPs on submitting a single 1391 to cover several types of recurring maintenance within a fiscal year. The following criteria apply to recurring maintenance projects submitted for DESC funding:

1. Individual items shown on 1391s must be in support of facilities that store or distribute DLA-owned product. Ensure that the fuel facility number is provided in block 10 with a description of the proposed construction.

2. The work must be accomplished by contract. DESC cannot fund government civilian or military employee salaries. This, however, does not mean that the work can be contracted out, at greater expense, in order to receive DESC funding. If in-house labor has traditionally been used to accomplish recurring maintenance functions, it must be demonstrated that the government will realize savings by performing the same functions by contract before DESC will fund for them.

3. DESC will not fund for equipment, materials or labor associated with operational maintenance requirements, for example, greasing valves.

3a. DESC has agreed to cover the costs of filter elements (Filter Separator elements, Coalescing Elements, Monitors (Go-No-Go) and spin-on canisters. Do NOT include these costs as part of the Annual Recurring Maintenance costs. See APPENDIX H for detailed instructions.

4. The total cost estimate for all items for the fiscal year must be less than $100,000. For example, if a contract for grounds maintenance at a large fuel terminal costs $400,000 annually, it would have to be submitted as a separate project. The total of all items on the DD1391 for recurring maintenance must be less than $100,000 per year.

5. The DD1391 must give costs associated with each individual type of recurring maintenance, not a lump sum amount. The funding documents prepared at DESC will indicate what portion of the total funds obligation is set aside for each type of recurring maintenance.

6. Should any of these recurring costs involve facilities that store or distribute products other than DLA-owned products, the funding responsibility should be pro-rated so that all concerned parties share the funding burden in an equitable manner.

B. EQUIPMENT MAINTENANCE

This category includes maintenance of electrical and mechanical equipment and would include contracted work to maintain or perform routine inspections on such systems as automatic tank gauging systems, Automated Fuel Service Station Equipment NOT covered under the DESC centrally managed program, automation equipment, control systems on pipelines, and alarm systems for tank overfill protection. Operational maintenance such as greasing valves or replacing seals are excluded from this category and will not be funded by DESC. AFSS & ATG installed under DESC's centrally managed contract is covered automatically by a DESC managed maintenance program.

C. CALIBRATION OF EQUIPMENT

This category includes the calibration of meters, control and gauging systems to assure that fuel inventory levels and movements can be monitored in an accurate and timely fashion.

D. CATHODIC PROTECTION MAINTENANCE

This category is for performing routine inspections and tests of cathodic protection equipment to identify problems that could lead to localized system failures. These inspections are not intended to perform in depth system-wide studies and follow-on projects to perform major repairs/replacements of cathodic protection systems. In-depth studies of this nature should be submitted as separate Engineering Projects.

E. TANK/PIPELINE PRESSURE TESTING

This category includes pressure testing of tanks and pipelines within tank farms. Cross country pipelines that would involve large dollar contracts to pressure test are excluded from this category. The intent here is to cover short sections of pipeline within a tank farm that require annual or shorter time-frame pressure testing. DESC will fund Tank testing directed by Federal, State, or Local regulations which require annual or shorter time-frame testing.

F. FIRE PROTECTION INSPECTION/MAINTENANCE

This category covers routine inspections and testing of fire protection systems to ensure that the equipment is ready for use.

G. PAINTING

This category includes touch-up and spot painting necessary to prevent corrosion of metal facilities.

H. SAFETY CERTIFICATIONS

This category covers certifications required to assure that equipment used at the DFSP is safe for operation. This includes inspections or testing necessary to provide certification that equipment or machinery is in proper, safe working order, and that employees using them are not in jeopardy of personal injury when using them.

I. OTHER (SPECIFY)

Other recurring maintenance items will be reviewed and addressed on a case by case basis. Again, they must meet the same criteria in the general section above in order to qualify for DESC funding.

J. STATUTORY ENVIRONMENTAL DOCUMENTS

This category covers major revisions or creation of environmental documents (e.g. SPCC, SCP, environmental impact assessments, risk assessments).

The following page shows an example of a DD1391 for recurring maintenance. No cost figures are shown, only examples of items that DESC would consider for funding as recurring maintenance items.

. COMPONENT	FY 05 MILITARY CONSTRUCTION PROJECT DATA	2. DATE
ARMY		1 Oct 2003

3. INSTALLATION AND LOCATION	4. PROJECT TITLE
CAMP SWAMPY, TX, Main Fuel Farm	FUEL FARM RECURRING MAINTENANCE

5. PROGRAM ELEMENT	6. CATEGORY CODE	7. PROJECT NUMBER	8. PROJECT COST ($000)
	121	SMP001-05	

9. COST ESTIMATES

ITEM	U/M	QUANTITY	UNIT COST	COST ($000)
Equipment maintenance				
Electrical				
Electrical Preventative Maintenance and Safety Program				
Mechanical				
Pressure relief vale testing				
Pump Shaft Alignment				
Motor Bearing (Vibration Testing and Analysis)				
Other (Specified)				
Calibration				
Meters				
Cathodic Protection Maintenance				
Pipeline Pressure Testing				
Fire Protection Inspection/Maintenance				
Painting				
Safety Certifications				
Pressure Vessel Certification (ASME)				
Weight Handling Equipment Certification				
Other (Specify)				

SAMPLE
RECURRING MAINTENANCE

10. DESCRIPTION OF PROPOSED CONSTRUCTION

Recurring maintenance to include equipment maintenance, calibration, grounds maintenance, fire protection inspection/ maintenance, touch up painting of tanks and pipelines, and safety certifications to be completed by public works center, or engineering field divisions of ACoE, NFPA, API or ASTM. All maintenance and pipeline pressure testing to be completed by contract.

11. REQUIREMENT

REQUIREMENT: The following includes the necessary fuel farm recurring maintenance:

-- Fuel terminal equipment maintenance required to minimize breakdowns and ensure safety of equipment.
-- Calibrations of 36 different meters (i.e., 10 meters on 12" pipeline, 18 meters on 10" pipeline, and 8 meters on 6" pipeline) throughout the fuel farm to ensure inventory accuracy.
-- Cathodic protection maintenance of 10 underground and 15 above ground bulk tanks (see attached summary to include facility numbers, size of tanks, UST or AST, type of fuel contained in each), 6500LF of 12" pipeline, 25,000LF of 10" pipeline and 10,500LF of 6" pipeline, to ensure that underground metallic structures are adequately protected.
-- Maintenance of horizontal paved surfaces (5500SF) and geo-textile covered surfaces (33,000SF), around underground pipeline appurtenances, 10 underground tank areas (i.e., vent stacks, pits), and 15 above ground tank berm areas to minimize fire hazard, and seal joints to prevent penetration of fuels and water. Inspect (18,000 LF) joints, clean approximately 580lf of joints of loose sealant and debris and reseal.
-- Pipeline pressure testing of 6500LF of 12" pipeline, 25,000LF of 10" pipeline and 10,500 LF of 6" pipeline as required by 49 CFR 195.
-- Inspection and maintenance of fire protection equipment as required by 29 CFR 1910.
-- Cyclical painting of above ground tanks and pipeline appurtenances to provide corrosion resistance.
-- Various safety certifications as required by OSHA to ensure equipment is maintained in safe operating condition.

IMPACT IF NOT PROVIDED: Various equipment maintenance, cathodic protection maintenance, fire protection equipment maintenance, calibration, and painting will not be provided, thus preventing the fuel farm facility from being in optimum condition to support to fleet and aircraft operations. Pipeline pressure testing will not be provided as required by state environmental regulations.

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SECTION II A 2
MAINTENANCE REPAIR AND MINOR CONSTRUCTION PROJECTS

PURPOSE: The DD Form 1391 is used by DESC in the same fashion that the Army uses the DA form 4283, nor does this process presume to replace Army or IMA or MACOM requirements for preparation and approval of work requirements. The emphasis is to provide DESC project documentation that clearly describes the scope and anticipated project costs for each project submitted for consideration in the Maintenance, Repair and Environmental (MRE) Program. The documents should be prepared in a manner that addresses potential DESC questions rather than invites them. The Engineering Staff at DESC has not had the opportunity to visit many of the project sites, and therefore, any supporting studies, photographs, reports, or data provided can help give us a clearer understanding of why a project is necessary. DESC is responsible for programming, planning, and budgeting for these projects, and must do so within mandated funding guidelines. A well documented project makes it clear as to what portions of the work are repair, maintenance, or minor construction. Projects that are well documented and supportable will be more likely to be approved and funded.

DD FORM 1391 INSTRUCTIONS

Samples of the DD Form 1391 are shown as attachments to these instructions. Excepting blocks 10 and 11, all pertinent spaces shall either contain an entry, in capital letters, or a dash when an entry is not applicable. Detailed instructions for preparation of the DD Form 1391 are also provided in DLAM 4270.1 or DoDI 7040.1. Navy Step II Submission Forms may be used in lieu of the DD Form 1391 to document projects for this program. The instructions below are provided in the order of the blocks shown on the DD Form 1391.

BLOCK 1 - *COMPONENT:*
Enter Army.

HEADING - *FY___ MILITARY CONSTRUCTION PROJECT DATA:*
Enter in the blank the two digits of the applicable fiscal year program for which the project is being submitted.

BLOCK 2 - *DATE:*
Enter the preparation date and standard abbreviations for the month (e.g., 15 SEP 1993). Subsequent revision should reflect new dates.

BLOCK 3 - *INSTALLATION AND LOCATION:*
Enter the official name of the installation and location. Do not use abbreviations.

BLOCK 4 - *PROJECT TITLE:*
The type of work (i.e., Maintain, Repair, Replace, Construct, Install, Convert, Alter, Modernize, Extend, etc.) shall be reflected in the project title. Use the word "Replace" when replacing facilities, not "Repair" or "Repair by Replacement." Do not use abbreviations or acronyms.

BLOCK 5 - *PROGRAM ELEMENT:*
Leave blank.

BLOCK 6 - *CATEGORY CODE:*
Select, from the drop down menu, the 5-digit category code number that identifies the primary facility to be maintained, repaired or constructed in this project. If not already assigned, category codes shall be obtained from DLAR 4165.3.

BLOCK 7 - *PROJECT NUMBER:*
Enter the user project number. DESC will assign a unique project number.

BLOCK 8 - *PROJECT COST ($000):*
Enter the estimated project cost in thousands of dollars including: primary and secondary facilities, contingency, and supervision, inspection and overhead (SIOH). This will be the TOTAL request shown in block 9, and **will not** include planning and design costs, equipment from other appropriations, or any other unfunded costs.

BLOCK 9 - *COST ESTIMATES:*
If available, items shall be shown in detail on an attached cost estimate form (i.e., NAVFAC 11013/7, etc.). If no detailed cost estimate has been prepared, indicate in as much detail as possible the estimated costs for the project in this block. The attached excel spreadsheet can be used as a summary of the separate costs (Maintenance costs, repair Costs and Minor Construction Costs) and has the current % acceptable for SIOH.

ITEM: Items shall include primary (and secondary, if needed) facility costs obtained from a detailed cost estimate, Contingencies, SIOH, and the TOTAL request. If desired, additional detail for the primary facility may be shown as electrical utilities, mechanical utilities, demolition, etc. Planning and design costs should, however, be indicated near the bottom of this block for planning purposes.

UNIT OF MEASURE (U/M): Enter the appropriate two letter abbreviation (e.g., SF, SY, LF, KV, etc.) for the unit of measure associated with the quantity of the entry shown in "item" column. Where it is not feasible to use a unit of measure (i.e., for items with multiple units of measure) use LS (Lump Sum) or a dash for items such as "Subtotal," "SIOH," "Contingencies," etc.

QUANTITY: Enter the corresponding number of units associated with the "U/M" column opposite each entry in the "Item" column. Where "LS" is entered in the "U/M" column, enter a dash (-).

UNIT COST: Enter the corresponding unit cost associated with the "U/M" column opposite each entry in the "Item" column. Where "LS" is entered in the "U/M" column, enter a dash (-).

COST ($000): Enter the cost in thousands of dollars opposite each entry in the "Item" column. Where "LS" is entered in the "U/M" column, enter the lump sum estimated amount.

BLOCK 10 - *DESCRIPTION OF PROPOSED CONSTRUCTION:*
First, identify the facility number. Provide a brief narrative statement of the type of work to be done, including each major element required to provide a complete and usable facility. Provide only additional descriptive details necessary for clarity. Avoid the use of generalities such as "most economical means," "modern methods and materials" or "prescribed in regulation XXX 1234.1." The scope of work should be stated well enough to give the reviewer a clear idea of the project scope in a general sense. Provide in this block the facility replacement cost for major repair projects.

BLOCK 11 - *REQUIREMENT:*
This section provides an essential narrative of information that allows DESC to properly classify the project. It is important to remember to answer all potential questions about the project. Do not assume that the reviewer knows anything about your project or the specific site and facilities the project is for. Each of the following categories will provide us the necessary information needed to determine acceptance of your project.

PROJECT: Provide a 1-2 sentence statement that indicates what this project provides.
REQUIREMENT: In general, why is this project required? Consider the "big picture." For example, a pipeline project is not required to "repair the existing pipeline," it is required to provide a means to transport fuel from point A to point B. The facts presented here must clearly demonstrate that the requirement for the project is essential to effectively support current and future operations. Use positive statements to support the requirements and avoid use of words such as "inadequate," "uneconomical," and "necessary" *unless they are fully explained*. Age alone is not normally adequate reason for replacing facilities. Information should be provided that supports the requirement, e.g., frequency and cost of pipeline freaks and leaks, lost service time and man-hours. Similarly, when identifying contributing factors, assure the presentation leaves no pertinent questions unanswered, e.g., excessive maintenance (show cost comparison); or advanced deterioration (describe effects). The requirement must establish maximum utilization of existing facilities and identify alternatives considered, along with reasons for their rejection.
CURRENT SITUATION: Describe how the requirement is being met and under what conditions. Statements should support the stated requirement. Quantitative, concrete statements of the current assets and why they are not suitable for continued use should be included.
IMPACT IF NOT PROVIDED: Describe the manner and extent to which mission accomplishment would be affected if the project was not approved.

1. COMPONENT	FY 05 MILITARY CONSTRUCTION PROJECT DATA	2. DATE
ARMY		30 Oct 2003

3. INSTALLATION AND LOCATION	4. PROJECT TITLE
CAMP SWAMPY, TX , Main Fuel Farm& McGregor AAF	COAT/REPAIR INTERIORS OF BULK FUEL STORAGE TANKS

5. PROGRAM ELEMENT	6. CATEGORY CODE	7. PROJECT NUMBER	8. PROJECT COST ($000)
	411	SMP001-05	2,796

9. COST ESTIMATES

ITEM	U/M	QUANTITY	UNIT COST	COST ($000)
PRIMARY FACILITY				
SEE ATTACHED COST ESTIMATE FOR DETAILS	LS	--	--	2,500
MAINTENANCE WORK	LS	--	--	(2,050)
REPAIR WORK	LS	--	--	(450)
CONTINGENCIES (5%)	--	--	--	125
SUBTOTAL	--	--	--	2,625
SIOH (6.4%)	--	--	--	171
TOTAL	--	--	--	**2,796**
PLANNING AND DESIGN COST (6%)	LS	--	--	(168)

10. DESCRIPTION OF PROPOSED CONSTRUCTION

Clean interior, remove and dispose of bottom sludge, sandblast interior, repair tank if necessary, and coat the interior of nineteen 50,000 BBL JP-8 bulk (operational) storage tanks, facility numbers 612, 629, 630, 632-637, 640, 643-645, at the Main Fuel Farm and 648-653 at McGregor AAF. Estimated replacement cost of the nineteen tanks is $28,500,000.

11. REQUIREMENT

PROJECT: Provides clean, well coated, repaired interiors of nineteen DLA bulk fuel storage tanks used for storage of JP-5 and JP-8 fuels.

REQUIREMENT: Navy and Air Force aircraft in the immediate area require fuels support in excess of 200,000 gallons per day. Clean, uncontaminated storage is required for JP-5 and JP-8 aircraft fuels. Bulk fuel storage tanks are the primary means for providing aviation fuel logistics support for three Air Force bases and two Naval air stations in the immediate area. DFSP has the largest fuel storage capacity within a 500 mile radius, and no other means of government storage is available. Additional fuel barge deliveries allow capacity to be maintained, however, delivery costs have increased significantly.

CURRENT SITUATION: The nineteen fuel storage tanks are showing signs of severe deterioration, since they have never been coated during their 34-40 year life span. Leaks have been detected in 2 of the older tanks (tanks 629 and 630), and the newer tanks, which are of similar construction, may also be developing leaks. Tanks 629 and 630 have been taken out of service, and additional fuel barge deliveries have been necessary to maintain fuel capacity at operational needs.

IMPACT IF NOT PROVIDED: Failure to provide this project will allow bottom sediment and water in the tanks to continue to severely corrode tank bottoms, leading to product contamination, possible leaks, loss of fuel products and eventual damage to the environment.

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1. COMPONENT	FY 05 MILITARY CONSTRUCTION PROJECT DATA	2. DATE
ARMY		30 Oct 2003

3. INSTALLATION AND LOCATION	4. PROJECT TITLE
CAMP SWAMPY, TX, Main Fuel Farm Facility # 423761	CONSTRUCT LINER IN DIKE OF TANK #0934

5. PROGRAM ELEMENT	6. CATEGORY CODE	7. PROJECT NUMBER	8. PROJECT COST ($000)
	124	SMP002-05	140

9. COST ESTIMATES

ITEM	U/M	QUANTITY	UNIT COST	COST ($000)
PRIMARY FACILITY SEE ATTACHED DETAILED COST ESTIMATE FOR DETAILS	LS	--	--	125
CONTINGENCIES (5%) *MAX*	--	--	--	6
SUBTOTAL	--	--	--	131
SIOH (8%) *MAX*	--	--	--	9
TOTAL	--	--	--	140
PLANNING AND DESIGN COST (10% *MAX*)	LS	--	--	(8)

10. DESCRIPTION OF PROPOSED CONSTRUCTION

Provide geo-textile fabric lining to existing tank dike and basin at the Main fuel farm Facility # 423761, tank# 0934. Apply sealant to lining and spray with polyethylene-like substance impervious to JP-8 fuel products.

11. REQUIREMENT

PROJECT: Line existing fuel tank dike and basin with fabric lining impervious to JP-8 fuel products.

REQUIREMENT: POL dikes and basins must be impermeable to fuels, and must be able to contain tank contents plus 10% in case of rupture. Existing dike is adequate, but a major spill would require costly clean-up and remediation. Impervious fabric liner would allow for easy clean-up at a minimal cost, should a spill occur. Project would allow base to comply with state spill prevention and countermeasures control (SPCC) program.

CURRENT SITUATION: Existing POL dike and basin are composed of bentonite clay, with a gravel overlayment. Spills are contained, however, complete recovery of fuel is not possible, due to the pooling of fuel beneath the gravel overlayment. In the past ten years, two spill have occurred. It is estimated that approximately 80 percent of the fuel was recovered each time. Any unrecovered fuel presents the possibility of contamination of rain water run-off, which would be in violation of our discharge permit with the state. In addition, similarly constructed berms with the fuel farm have required repairs due to severe erosion from rainwater fallout. Those berms are being repaired by installing an impervious fabric lining to prevent further erosion.

IMPACT IF NOT PROVIDED: Without impermeable containment, any rupture of tank could result in excessive loss of costly fuel, which may result in mixture of unrecovered fuel with rainwater, thereby causing groundwater contamination. Rainwater may erode the berm, thus compromising its integrity.

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1. COMPONENT	FY 05 MILITARY CONSTRUCTION PROJECT DATA	2. DATE
ARMY		30 Oct 2003

3. INSTALLATION AND LOCATION	4. PROJECT TITLE
404th , Okinawa	REPAIR BULK FUEL PIPELINE

5. PROGRAM ELEMENT	6. CATEGORY CODE	7. PROJECT NUMBER	8. PROJECT COST ($000)
	125	OKA 001-05	2,963

9. COST ESTIMATES

ITEM	U/M	QUANTITY	UNIT COST	COST ($000)
PRIMARY FACILITY				
SEE COST ESTIMATE (ENCL)	LS	--	--	2,650
REPAIR WORK	LS	--	--	(2,500)
CONSTRUCTION WORK	LS	--	--	(150)
CONTINGENCIES (5% *MAX*)	--	--	--	133
SUBTOTAL	--	--	--	2,783
SIOH (8% *MAX*)	--	--	--	181
TOTAL	--	--	--	**2,963**
PLANNING AND DESIGN COST (10% *MAX*)	--	--	--	(178)

10. DESCRIPTION OF PROPOSED CONSTRUCTION

Replace 6000 linear meters of the existing 6500 linear meter 10" pipeline with 10" steel pipe, add leak detection monitoring and cathodic protection along the pipeline. Install pig launching and receiving stations and close the existing 6000 LM pipeline in accordance with EPA and state regulations. Replacement cost of the pipeline is $6,550,000.

11. REQUIREMENT

PROJECT: Replace various pumps and the majority of existing fuel pipeline used to transfer bulk fuels from the pier to the bulk storage tanks. Install leak detection, cathodic protection and provide pig launching and receiving stations.

REQUIREMENT: DFSP supplies JP8 to several air and ground operation throughout the installation. Transportation is required to bring the fuel onto the DFSP, and to issue the fuel to the installations locations. This pipeline provides a means to transport the fuel to the DFSP. Alternatives of repairing only the corroded sections of pipeline vs. replacement of the entire pipeline were reviewed, and it was determined that although the initial cost of repair would be less costly than entire replacement, due to the advanced corrosion of the pipeline, extensive repairs would be required every three years. Consequently, the total present value cost of the repairs would exceed the total present value of replacement within six years. Another alternative includes delivery via railcar to a truck loading facility, thus tripling transportation costs, due to additional railcar deliveries and extensive truck traffic from the loading facility to the unloading facility near the bulk tanks. In addition, the truck loading facility will require some modification, if it is to be used to the required capacity. Thus, the total present value of delivery via railcar and truck exceeds the present value of delivery via replaced pipeline within four years.

CURRENT SITUATION: The existing 47 year old pipeline developed two new leaks during January 1993. These leaks occurred in the wall of the pipe, not a joint or weld, and are the result of generalized corrosion from the outside of the pipe. "Intelligent pig" testing was done on the pipeline, and it was determined that potential for 25-30 more leaks exist throughout the pipeline. Deterioration has reached the point that the Commanding General has ordered the pipeline to be emptied until permanent repairs can be made because of the liability for environmental contamination and fire. Temporary means of transporting fuel have been delivery via railcar to a truck loading facility, and then delivery to truck unloading facility near the bulk fuel storage tanks.

IMPACT IF NOT PROVIDED: Further incidents of leakage will cause ground water contamination and danger of disastrous fire. Long shutdowns of the pipeline will force DESC to rely solely on railcar deliveries of fuel, at a much greater cost, and will leave the air station in a vulnerable position if railcar deliveries are interrupted for any reason.

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1. COMPONENT	FY 05 MILITARY CONSTRUCTION PROJECT DATA	2. DATE
ARMY		30 Oct 2003

3. INSTALLATION AND LOCATION	4. PROJECT TITLE
CAMP SWAMPY, TX, CP Swampy AAF	REPAIR TRUCK LOADING PLATFORM AND PARKING LOT

5. PROGRAM ELEMENT	6. CATEGORY CODE	7. PROJECT NUMBER	8. PROJECT COST ($000)
	126	SMP004-05	234

9. COST ESTIMATES

ITEM	U/M	QUANTITY	UNIT COST	COST ($000)
PRIMARY FACILITY				
SEE ATTACHED COST ESTIMATE FOR DETAILS	LS	--	--	210
REPAIR WORK	LS	--	--	(124)
MAINTENANCE WORK	LS	--	--	(50)
CONSTRUCTION WORK	LS	--	--	(36)
CONTINGENCIES (5% *MAX*)	--	--	--	11
SUBTOTAL	--	--	--	221
SIOH (8% *MAX*)	--	--	--	13
TOTAL	--	--	--	**234**
PLANNING AND DESIGN COST (10% *MAX*)	LS	--	--	(14)

10. DESCRIPTION OF PROPOSED CONSTRUCTION

Repair pump, piping, valves, fittings, electrical systems and lighting, relaxation/fuel flow surge control tanks, and provide corrosion control of the entire steel structure of the truck loading rack. Install temperature compensating fuel flow metering, leak detection systems and cathodic protection. Provide subgrade repairs to parking lot and repave with concrete at CP Swampy AAF Fac #32806

11. REQUIREMENT

PROJECT: Provide various repairs and corrosion control to truck loading rack. Provide fuel flow metering, leak detection and cathodic protection to loading rack. Provide subgrade repairs and repave parking lot.
REQUIREMENT: DFSP supplies JP8 and diesel to Army and Air Force aircraft. The DFSP require fuels support in excess of 200,000 gallons per day. The primary means of providing fuel to the aircraft is via the refueling trucks, which are loaded via the truck loading rack. No other means of fueling aircraft at the DFSP is available. In addition, the nine refueling trucks require adequate space for parking, when they are not in use, that will not contribute to foreign object damage (FOD) to aircraft.
CURRENT SITUATION: The existing facility structure is showing excessive signs of wear and some damage in various locations in excess of 35% of the total surface. Pump, piping, valves and fittings have experienced excessive wear and tear during their 30-year life, and require repair or replacements. Electrical systems and lighting are often down due to overload of the system, when all five pump stations are being used. The asphalt pavement is alligatored with numerous potholes, and there are large areas where the subgrade is exposed. Refueler trucks are experiencing stress cracking in the tanks due to the unlevel parking surface. Loose pavement causes potential for foreign object damage to aircraft due to loose impediments being drawn into the aircraft engines.
IMPACT IF NOT PROVIDED: The truck loading rack structure will continue to deteriorate, and the pump, piping, valves and fittings will eventually fail. The refueler trucks will continue to incur stress cracking and damages to the tanks due to contortion of the trucks from potholes throughout the parking area. Aircraft and human safety will continue to be jeopardized due to potential for aircraft foreign object damage from loose impediments being dragged to the aircraft apron from the truck loading rack by the refueler trucks.

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APPENDIX A

MAINTENANCE, REPAIR AND ENVIRONMENTAL (MRE) PROJECT REVIEW CHECKLIST

This checklist has been developed with the Phase II **Logistics Focal Point** in mind. The intent is to provide you with a tool to prevent an ineligible project from being developed and submitted for MRE funding through DESC. This checklist should be used to evaluate each individual MRE Project (Both M&R - DD Form 1391 and the Environmental submittals.) This checklist is complimented by the APC handbook "Guidance on Preparing Costs & Project Documentation."

****

SECTION I: You must be able to answer YES to all of the following questions to submit MRE projects for DESC funding.

1. Is the fuel facility eligible for capitalization? Phase IIA_____ Phase IIB_____

a. Does the facility store and issue fuel procured through a DESC contract?

b. Does the facility issue fuel to more than one OMA customer billing account?

c. Has paperwork been submitted through your MACOM to Army Petroleum Center to enroll the facility in Phase II?

****

SECTION II: This section should be provided to appropriate **Engineer and/or Environmental** personnel for completion during project development. The following questions will be asked by DLA/DESC during the review and approval process.

1. Are there other alternatives to this project? Which is more economical?

---

2. Does the DD1391 provide a cost breakdown for the project in these three areas - (1) minor construction, (2) maintenance, and (3) repair? (See definitions in DOD 4140.25 M Chapter 8, DA Pam 420-11 and examples in Appendices of 'Guidance On Preparing Costs and Project Documentation')

a.) Is there a detailed cost estimate attached? Are the costs reasonable? Large lump sum costs are not acceptable.

b.) Has Supervision Inspection and Overhead (SIOH) and Contingency been included in the estimate?

c.) Are the design costs included as unfunded cost? (i.e. not included in construction costs)

---

3. If the project has Minor Construction (new work), is it in excess of $500,000? If so, it will have to be submitted as a MILCON Project.

---

4. Do the repair costs exceed 50% of replacement costs or are repair costs in excess of $750,000? If so, DESC will have to forward to DLA for approval.

---

5. **For Repair Projects:** [See examples starting on page 26 of 'Guidance On Preparing Costs and Project Documentation', follow these closely and your project, in most cases, will not have any problems during the review.]

a.) Why are we doing this work or what is it required for? Are the components to be repaired failed or failing? If in violation of a federal, state or local law, briefly state what the law requires, as relates to this project.

b.) Is an increase in capacity or expansion included in the project? (If so, this is new work [Minor Construction (MC)] and the cost estimate should identify this.)

c.) Is an entire real property facility to be to be replaced? (If so, the project is new work (MC).

d.) Are photos depicting the failed /failing components included? (a picture may be worth a 1000 words)

e.) Is a site plan needed to aid in identification of the requirements?

f.) If the tank/equipment is being repainted, has it been checked for lead?

g.) Concrete liners for berms must have an economic justification based on 20year life cycle.

h.) Are facilities and building numbers (tank numbers) where work is to take place clearly identified?

---

6. **For Maintenance Projects:**

a.) Are operational maintenance costs such as filter replacement or equipment lubrication being charged? (Costs associated with organizational and direct support maintenance are the responsibility of the operating unit unless it is in conjunction with a major project.)

b.) If the project involves contracted maintenance services, DESC will fund, if the work has not historically been executed by the organization's personnel.

c.) Facilities and building numbers that are to be covered in this Maintenance Project should be clearly identified.

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7. **General:**

a.) Does the justification support the requirements?

b.) Is this facility necessary to support the DOD mission? [The APC will be looking closely at expansions and upgrades to insure that we re not creating excessive real property to maintain. We will compare storage

requirements to the Peacetime Operating Stock (See Chapter 11, DOD 4140.25M) to determine authorized storage requirement.]

c.) Use the following criteria to develop the project's justification (these criteria are not necessarily listed in priority order):

[1].Mission Essential- The activity cannot or will not, by a specific date , be able to perform its fueling mission.

[2]. Required to comply with environmental, safety, fire protection or other regulations- The specific law or regulation being violated must be specified and synopsized as part of the justification.

[3]. Protection of product from loss or contamination- The justification should address how the project will protect product from contamination or loss.

[4]. Economic Payback- The payback must be supported by the economic analysis provided as part of the project documentation and must include the payback time period.

[5]. Improved Efficiency of Operation- The justification statement must describe how the project will improve operational efficiency. If cost savings are to be incurred (manpower, materials, etc.) these should be described and enumerated.

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8. **Environmental Compliance Costs:** (The following items need only to be documented on the worksheets provided in "Guidance on Preparing Costs and Project Documentation" and will be funded by MIPR to host activity. ***The costs must be directly related to a capitalized fuel facility***.)

a.) Annual revision of operations documents.

b.) Sampling and testing of emissions and discharges.

c.) Removal and disposal of POL wastes.

d.) Fines and penalties (not due to negligence of operating activity.)

e.) Spill cooperative fees.

f.) Operating permits/fees

---

9. **Environmental/Engineering Projects:** The following environmentally related costs must be submitted on a DD1391:

a.) Major revisions or creation of statutory environmental documents (e.g., SPCCP, ISCP). (Must be directly related to the capitalized fuel facility.)

b.) Sampling and testing associated with POL facility maintenance & repair (e.g., tank tightness testing.)

c.) Removal and disposal of wastes related to maintenance & repair projects.

---

10. **DESC Reimbursement for Spill Related Costs:** DESC will reimburse for funds used in spill response/cleanup as long as (A) spill occurred at capitalized fuel facility, (B) proper documentation is provided and (C) spill did not result from gross operator negligence. Required documentation:

a.) situation or incident report.

b.) projected schedule for out-year funding costs.

c.) breakdown of all costs associated with response/cleanup efforts.

d.) copy of proposed cleanup actions and projected funding levels needed to complete cleanup (include itemized breakdown of costs.)

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11. Conduct an internal review and make sure that this project answers these basic questions:

a. Is the facility capitalized or on the list of facilities nominated for capitalization [is the facility identified by Real Property Facility Numbers and are these Facility Numbers clearly reflected in all project documentation?]

b. What work is needed?

c. Why does this work need to be performed?

d. How much does it cost?

[1]. Maintenance (no dollar limit).

[2]. Repair (less then $750K, otherwise DESC must forward to DLA for approval).

[3]. Minor Construction (less then $750K, otherwise MILCON).

A copy of "Guidance on Preparing Costs and Project Documentation" can be obtained from our WEBSITE at http:/usapc.army.mil or from the office listed below:
This checklist was developed by the USAPC Facilities Team. Your comments are important and would be appreciated. Please forward to:

APC Liaison Team (Facilities)
8725 John J. Kingman Dr, Room 2931
Ft Belvoir, VA, 22060

fax: (703) 767-9338, DSN 427-9338

APPENDIX B

DESC MRE Priority System

8 November 2001

The MRE program priority system consists of project evaluation and rating in six areas: Command Priority, Category Code, Environmental, Facility Condition, Mission, and Safety.

Command Priority, Category Code, Environmental, and Facility Condition are each worth a maximum of 10,000 points, and Mission and Safety each worth a maximum of 5,000 points. This means that 50,000 points represents the maximum total a project could receive.

Emergency projects receive a priority of 50,000 points due to their need for immediate funding. Approved recurring maintenance and recurring environmental projects will receive a priority of 40,000 points. This priority will ensure that recurring projects do not take precedence over the most critical work each year, but should allow them to be funded early in the fiscal year.

Command Priority is determined by each project's sponsoring Command and provided to APC as an annual submission. Each command ranks projects numerically, starting out with 1, 2, 3, etc. with number 1 being the Commands most critical project. The actual point value for Command Priority is calculated by DESC using an inverse logarithmic formula. This allows each Command's top 5-10 priority projects to receive considerably more points for than the Command's remaining priorities. This ensures that the top priority projects for each Command will compete favorably and be very likely to receive funding each year.

a. CONUS: Each major command (MACOMs) within CONUS will prioritize their projects independently, meaning that each command will have a number 1 priority, a number 2 priority, etc.

b. OCONUS: Both USAREUR, EUSA and USARPAC each will prioritize their projects independently from the other services in their overseas region. This way, each Service will have a number 1 priority, a number 2 priority, etc., in these two overseas regions.

Category Code refers to the established DoD facilities Category as assigned by AR 415-28. The installation Directorate of Public Works is the source for obtaining the category code of a specific facility. This same code is entered into block #6 of the DD Form 1391. The DEFWEB has a drop down menu with the applicable codes. Point values are assigned based on the Category Code [what type of facility the project involves] as indicated in Table 1.

Environmental, Facility condition, Mission, and Safety each represent the remaining four areas where projects are rated. DESC rates each project on its merit based on a review of the DD1391 and supporting documentation submitted by the installation. Points for these four areas are assigned based on the rating scheme in Table 2.

Project Points from each category are totaled together and multiplied by 1000 to give the total priority points.

Any comments on this system please provide them to the APC Technical Team, through the MACOM representative.

TABLE 1
CATEGORY CODE POINTS

Code	Description	POINTS (000)
111	Runways	4
112	Taxiways	1
113	Aprons	1
121	Fuel/Dispensing/Land Aircraft Fuel	7
123	Fuel/Dispensing/Land Ground Fuel	7
124	Operating Fuel Storage	7
125	POL Pipeline	9
126	Loading/Unloading facilities	9
131	Communications Facilities	6
132	Communications Other	6
133	Air Navigation And Traffic Aids Buildings	1
134	Navigation And Traffic Aids, Other Than Buildings	1
135	Communication Lines	1
136	Airfield And Heliport Pavement Lighting Systems	4
141	Operational Buildings	6
151	Piers	8
152	Wharves	4
154	Quay Walls	2
163	Off Shore Moorings	2
165	Dredging	4
171	Training Buildings/Facilities	1
179	Training Other	1
211	Maintenance, Aircraft	1
214	Maintenance, Storage Building	6
215	Maintenance, Weapons	1
217	Maintenance - Electronics	6
218	Maintenance, Miscellaneous	1
219	Maintenance, Installation Repair And Operation	6
228	Production Miscellaneous Proc	6
229	Production Maintenance, Repair And Operation	6
310	POL Laboratories	3
319	Miscellaneous Equipment Facilities	1
321	Technical Services	6
371	Range Facilities	1
411	Bulk Fuel Storage, Bulk	9
412	Liquid Storage, (Lube Oil, Etc.)	9
421	Ammo Storage Depot	1
422	Ammo Storage Installation	1
431	Cold Storage Depot	10
432	Cold Storage Installation	9
441	Covered Storage Depot	10
442	Covered Storage Installation	6
451	Storage, Open, Depot	8
452	Storage, Open, Installation	7
511	Medical /Hospital	4
	TABLE 1 CATEGORY CODE POINTS	

	(Continued)	
Code	Description	POINTS
530	Laboratories	4
550	Dispensaries/Clinics	4
610	Administrative Buildings	9
690	Administrative Structures Other	1
730	Personnel Support/Svc	6
740	Community Interior	3
750	Community Exterior	2
811	Elec/Source (UPS/Backup Generators)	6
812	Electric / Transmission / Distribution	7
813	Electric Power Station / Substation	7
821	Heat /Source	7
822	Heat Transmission	7
824	Heat / Gas Transmission	7
826	Refrigeration AC Source	7
827	Chilled Water AC	7
831	(Oil/Water separator) Sewage Treatment / Disposal	7
832	Sewage / Collection / Industrial Waste Treatment	6
833	Waste / Refuse Garbage	7
841	Water Treatment/Storage	7
842	Water Distribution (Potable)	6
843	Water Fire Protection (Non-Potable Water)	7
844	Water Storage, Non-potable	2
851	Roads & Bridges	5
852	Walks/Other Pavements (Parking)	5
860	Railroad	5
871	Grounds, Drainage	4
872	Grounds Fencing	4
880	Alarm Systems	8
881	Fire Extinguishing Systems (Other)	8
890	Utilities Miscellaneous	7
892	Lightning Protection	6
910	Land	1
932	Ground maintenance	1
933	Demolition of Structures/Facilities	2

TABLE 2
ENVIRONMETAL, FACILITIES CONDITION, MISSION AND SAFETY POINTS

June 21, 1999 by DESC

ENVIRONMENTAL CONDITION

Code	Color	Point	Description
E1	Red	10,000	Mandatory Compliance with Law or Notice of Violation
E2	Amber	8,000	Extremely high potential for significant environmental problem
E3	Green	5,000	Correction of other environmental deficiencies to prevent problems
E4	Green	2,000	Misc. environmental actions to reduce potential for problems or no environmental related problem

FACILITIES CONDITION

Code	Color	Points	Description	
			Maintenance & Repair:	**Minor construction**
F1	Red	10,000	Equipment or facility has failed or can't be used for originally intended purpose.	No facility exists.
F2	Amber	8,000	Advanced deterioration or requires frequent repairs.	Existing system functional, but inadequate.
F3	Green	5,000	System functional, but deterioration evident and will worsen if not fixed.	
F4	Green	2,000	Little deterioration at present, but work still considered essential.	Existing system functional and adequate, but Command requests project.

MISSION CONDITION

Code	Color	Points	Description
M1	Red	5,000	Critical element. Major impact if not completed.
M2	Amber	4,000	Essential element. Significant impact if not completed.
M3	Green	2,000	Supportive element. Minor impact if not completed.
M4	Green	0	No impact if not completed.

SAFETY CONDITION

Code	Color	Points	Description	
S1	Red	5,000	Serious safety/health effect.	(Risk Assessment Code =2)
S2	Amber	4,000	Moderates safety/health effect.	(Risk Assessment Code =3)
S3	Green	2,000	Minor safety/health effect	(Risk Assessment Code =4)
S4	Green	0	Negligible or no safety/health effect.	

APPENDIX C

Maintenance, Repair, & Environmental Program

DESC Timeline For Project Submission and Requests For Funding

NOTE :FY 06 submission Cycle will be moved up! USAPC deadline will be approximately 30 days prior to DESC suspense!

Around October (FY06 – Sept)	DESC issues a data call for maintenance, repair, construction, and environmental projects. All capitalized sites and sites proposed for capitalization are eligible to submit projects for the future program/budget years. Long-term planning and identification of future projects beyond a single fiscal year is encouraged. • See eligibility requirements. (Appendix A, Section 1) • See Appendix D, DESC work classification (maint/repair/new construction). DESC begins reviewing projects as soon as they are received and the submitters are notified of approval status.
End of January (FY06- Dec)	Project submissions are due to DESC.
April (FY06 - Mar)	DESC holds a mid-year budget review based on the remaining funds available in the current FY. DESC may be able to release design funds for projects that have been APPROVED for the following FY. If bases are prepared to initiate designs they can request design funds for APPROVED M&R and MC projects so designs can be completed for award in the 1st QTR of the upcoming FY. • How to request funds (See Appendix F)
End of April (FY06 – End of Mar)	DESC review should be completed on all submitted projects. Installations should access DEFWEB at https://fuelsweb.desc.dla.mil/ to determine project status, resolve unanswered questions and request funds.
August/September	Funds should be requested for next year's Recurring Maintenance Projects. These requests can be funded in current FY if funds are available, or starting in October if not. The data call for MRE projects is issued for the following year.
(New Fiscal Year starts) October	Construction/repair funds can be requested for approved projects. • How to request funds (See Appendix F). Funds for approved Recurring Environmental Costs are sent automatically. After you receive a MIPR, you must return a DD448-2 (a MIPR acceptance form). (See Appendix G). • DD 448-2 in PDF format http://www.desc.dla.mil/main/f/mre/DD448-2.pdf When project estimates exceed the level of available funding, DESC uses a priority system to determine which projects are most important. Only projects above a certain threshold will be funded. The priority threshold is recalculated each month in response to emergency projects and project slippage.
After Contract Award (Design and Construction)	Tell DESC-Facilities the contract number and contract award amount so that excess funding can be recovered. Holding excess funds prevents other important projects from being started!
After Project/Contract Completion (Design and Construction)	Inform DESC-Facilities of the actual costs so that excess funding can be recovered and other important projects can be funded!

USAPC Modified: 10/31/2003

APPENDIX D

Work Classification and Approval

It is not the intent of the Fuels MRE program to circumvent the IMA, MACOM or Installation management of Real Property. Army guidelines on work classification covered in AR 420-10, AR 415-35 and DA PAM 420-9 provide a more detailed description of this process and requirements. Installations personnel should seek the support of the appropriate Public Works personnel in determining work classification as well as supporting the Public Works requirements for approval, design support, project management DESC funded projects as well as installation support related to operational level maintenance issues.

DESC Work Classification Definitions

CONSTRUCTION:

- Erection, Installation, or Assembly of a Real Property Facility
- Addition, Expansion or Extension to an existing Real Property Facility
- 100% Replacement
- The project will provide increased capacity, efficiency, or flexibility

Conversion: Alteration of existing facilities for a different use

- Relocation of a facility from one site to another

REPAIR: - The restoration of a facility to such condition that it may be effectively utilized for its designated purpose

- Restoration or replacement of constituent parts
- Facility upgrades to comply with current environmental, safety, fire protection, and electrical codes

MAINTENANCE: - recurrent, day-to-day, periodic, or scheduled work required to prevent deterioration of a real property facility.

- As a general rule of thumb, maintenance does not involve the replacement of constituent parts of a facility to prevent or correct wear and tear, delaying replacement.

Examples include: tank coatings, pipeline painting, cleaning, and inspections.

ADDITIONAL GUIDANCE:

- AR 420-10, AR 415-35 and DA PAM 420-9.

Modified: 10/30/2003

APPENDIX E

PROJECT SUBMITTAL HINTS FROM DESC

Minimum requirement: DD Form 1391 (or Navy Step 2 Form)

Please provide estimated design start and completion dates, and construction start and completion dates. It helps us budget so funds are available when you need them.

Unfortunately we cannot get out to the field to see all the problems and proposed projects. The sooner we can understand the problem and solution, the sooner we can provide funding. Help us to better understand the problems by providing any of the following:

- Videotapes are great! (Try narrating your project submissions with a walking tour to give DESC the full understanding of the problem).
- Photographs
- Site Plans or Layouts
- Prior Studies
- Cost Estimates

MOST COMMON PROBLEMS ASSOCIATED WITH DOCUMENTATION

- Incomplete work description
- Estimates inaccurate or out of date (lump sum costs w/ no breakdown)
- No facility numbers
- No facility replacement costs
- No DODAACs
- Inadequate problem description (If we don't understand the problem, we can't tell if the proposed project is the best solution)

Modified: 02/14/2001

APPENDIX F

How to Request MRE Funds

SEE:http://www.desc.dla.mil/DCM/DCMPage.asp?pageid=32 for the most current information.

After a project is approved and you are ready to receive funds, you must submit Funds Request on the DEFWEB, at the DEFWEB's "Project" Information page. Don't forget to CC the APC and IMA! (see below).
The request must include the following information and related project DD1391, Future DEFWEB system upgrades will automatically transfer this data from the DD1391 to the "Funds Request":

Information we need:	Example Data:
The DESC Project Number	SRS 95- 1
The amount of funds required (or excess for withdrawal).	$ 10,000.00
Tell us why the funds are required. If the amount is higher than the previously approved project estimate, then provide justification for the increase.	to advertise for design. or to cover SIOH costs. or to return excess funds.
An address to send the MIPR. *(Always provide an address. Your normal POC may be out of the office and someone else may prepare the MIPR.)*	Public Works (ATTN: John Smith) 1200 Terminal Rd. Anytown, USA 01234
A point of contact *So we can contact you if there are questions.*	*Names with email,* *phone numbers,* *and/or fax number*
Project Milestones: Help us estimate when you will require funds for the construction phase. Accurate dates will help to coordinate projects and identify completed projects.	Design Start: February 2004 Design Finish: April 2004 or Const Start: June 2004 Const Finish: Sept 2004

Please route through APC and CC or route your IMA region per IMA guidance.

Other Questions:
Q: Why doesn't DESC-Facilities automatically send funds via MIPR after a project is approved?
A: Because cost estimates change, project scopes change, coordination with other projects is often required, and the recipient has to be ready to advertise and award. Funds are sent when the contracting agent is ready and costs can be accurately predicted.

USAPC Modified: 10/26/2003

APPENDIX G

DESC MRE MIPR INSTRUCTIONS

SEE:http://www.desc.dla.mil/DCM/DCMPage.asp?pageid=32 for the most current instructions

ACCEPTANCE: **FULLY COMPLETE** the attached **DD Form 448-2, "Acceptance of MIPR**," and return to this office within 30 days after the date in Block 17 of the MIPR. You MUST INDICATE in Block 6 which type of acceptance you prefer. Note that:

- If we do not receive an acceptance within the allotted 30 days, you will receive a letter as a reminder that an acceptance is required. If we still don't receive the "Acceptance" within 60 days,

WE WILL WITHDRAW THE FUNDING !

- Include the following information on all Acceptances.

Point of Contact	Fax Number
Phone Number	**E-mail Address**

- Fax the Acceptance to (*DSN) 427-9441 or (COMM) (703) 767-9441. DO NOT mail your original.*

REIMBURSABLE FUNDING (Category I): Submit SF 1080 or equivalent billings, with supporting documents, to the address below. DFAS point of contact for reimbursable funding is Ralph Walker at DSN 869-0689 or comm 614-693-0689. Your documents must include:

- MIPR number
- EXACT Accounting Citation in Block 14 of the MIPR
- Total funds authorized
- Total costs accrued to date
- Cumulative bills to date
- Service period
- Current amount due
- Mark the last invoice "Final Bill"

DIRECT CITATION FUNDING (Category II): You must provide the **page** of the contract/modification or other obligating document, that contains the checked information below, to DESC-RBF (fax comm 703-767-9441, DSN 427) and to DFAS-CO (see fax number below). The U.S. Government representative is the authorized certifying official for all invoices. DFAS point of contact for direct citation funding is Cheryl Elliott at DSN 869-1820 or comm 614-693-1820. Your documents must include:

- Contract Number
- Obligated dollar amount
- MIPR number
- EXACT Accounting Citation in Block 14 of the MIPR

Defense Finance and Accounting Service - Columbus Center
Stock Fund Directorate
Fuels Accounting and Payments Division

*Reimbursable	**ATTN: DFAS-CO-AFES**	*FAX DSN 869-0670
**Direct Cite	**ATTN: DFAS-CO-LFSA**	**FAX DSN 869-0672

P.O. Box 182317
Columbus, OH 43218-6254

REPORTS: Submit final financial status reports when the project is complete. Submit them to:

Defense Energy Support Center
ATTN: DESC-RBF (Lisa Baker)
8725 John J. Kingman Road, Suite 4950
Fort Belvoir, VA 22060-6222

Reports should include:
- previous unobligated balance
- current month's obligations by cost code
- *current month's ending unobligated balance*

* Alternatively, the reports may be faxed to DSN 427-9441 or COMM (703) 767-9441.

Financial questions may be referred Angie Sams at DSN 427-9439 or Lisa Baker at 427-9447.

From DESC-FE website 01/07/2003

MIPR Related Frequently Asked Questions

1. ***Do we have to accept the MIPR as it reads, for example, "… to authorize Reimbursable Citation of funds,"?***

   No. You can accept a MIPR as either Reimbursable, Direct or a combination of the two, regardless of what the MIPR reads.

2. ***Does DESC need the original MIPR Acceptance?***

   No. We would prefer to receive only one acceptance. A faxed copy is sufficient. Maintain the original in your file.

3. ***Do your funds expire?***

   No. The funds you receive with this MIPR are Defense Working Capital Funds (DWCF), formally DBOF, which do not expire. The X(s) in the Accounting Citation reflect "no year" funds.

   For MIPRs that are accepted as reimbursable, you do not need to close out the MIPR at the end of the fiscal year. Being a DWCF, adjustments can be made to existing MIPRs after the fiscal year they were established.

4. ***How do I return excess funds?***

   Complete a DD448-2 "Acceptance." Check box 12b and fill in the amount you will return. If your MIPR has more than one line of accounting, in block 13, "Remarks," please include the cost code the excess funds are related to. The cost code is usually the alpha code after the MIPR number in the supplemental accounting classification, for example, MR, DMR, MREP, etc.

If you have any technical questions, please contact the project manager listed on your MIPR in block 9.

From DESC-FE website 01/07/2003

FILTER ELEMENT REPLACEMENT

This program is NOT part of the MRE program and this information is only provide for reference only.

Fuel facilities eligible for MR&E funding may also request DESC funding of replacement filter elements. This includes elements used in fixed facility filter separator vessels and in-line filters on retail dispensing or direct fuel delivery systems. Standard Army supply procedures shall remain effective for ordering replacement filters.

Detailed instructions are available at the USAPC WEB site http: //usapc.army.mil/. Follow DESC procedures, **Primary Ordering Instructions** for filling out requisitions through the supply system. Follow the **Alternate Ordering Instructions** for reimbursement of local purchases or to receive a direct fund cite for local contracts.

In order to establish a baseline for the funding program, each activity is required to provide APC the information for each type of filter element in use by completing the spreadsheet and emailing to Mr. Jim Lupori, jlupori@usapc-emh1.army.mil, or Mr. Jim Hugar, james.l.hugar@us.army.mil. Relate questions concerning filter elements or this program should be addressed to either of these POC's.

APPENDIX I

REPORTING OF FUEL SPILLS TO DESC-FQ

August 12, 2003

DESC-F

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Routine Reporting of Fuel Spills to DESC-FQ

As part of its environmental protection mission, DESC has a requirement to be notified of all reportable spills involving DLA-owned product at DoD DFSPs worldwide. Spill reports are necessary for a variety of purposes, including: (1) informing program managers of fuel spills; (2) allocating resources necessary for accomplishing timely and cost effective repairs and cleanups; (3) insuring affected fuel storage and distribution facilities are returned to service as quickly as possible; (4) trend analysis; and, (5) assisting in the programming of the DESC environmental budget.

We request that all DFSPs report fuel spills involving DLA-owned product to DESC-FQ (Environmental) and to your respective DESC Region/Office within 24 hours of discovery. In order to accomplish this, DESC has established a central email address to be used to report fuel spills from DFSPs worldwide. This email address is: desc.spillreports@dla.mil. Reports received at this email address are reviewed by senior DESC environmental protection specialists daily.

We request that all DFSPs begin reporting fuel spills using this email address. The simplest way to accomplish this is to insert the above email address in the "cc:" line of your email message when you make initial notification to your major command. This is not intended to circumvent reporting procedures already in place. You should continue to report fuel spills up through your chain of command and to your respective DESC Region/Office just as you have done in the past.

Locally used spill report forms are acceptable to DESC and can be attached to the email message as long as the following information is included:

1. Date and time of the spill.
2. Location and source of the spill.
3. Type of product spilled.
4. Approximate quantity spilled.
5. Cause and circumstances of the spill.
6. Environmental impact and potential hazards (fire, explosion, etc.), if any.
7. Personal injuries or casualties, if any.
8. Corrective action being taken to control, contain, and clean up the spill.
9. Name and telephone number for the spill cleanup point of contact.
10. Requirement for DESC spill cleanup support and/or funding.

My POC is Mr. Tom Riffe, telephone DSN 427-8296 or (703) 767-8296.

//SIGNED//

DONALD A. FLOWERS
Colonel, USAF
Director
Facilities and Distribution Management